

Job Related Course Registration Form: Tuition Waiver for University of Chicago Staff Employees

The Program

The Graham School offers many certificate programs and courses, some of which have been identified as work-related for University employees. Those courses are offered to employees at no tuition cost to the employee.

All registrants must meet course prerequisites to be eligible to register and apply to be officially enrolled in the certificate program before the second class begins. No credit is earned toward a degree in these programs, but grades are given to stimulate and measure success. A failing grade in any course will prevent the awarding of a certificate. It will also prevent enrollment in additional courses in that certificate program. When you complete an entire program successfully, you are awarded a certificate from the University of Chicago. Though the certificate is not equivalent to a University degree, it provides evidence of your achievement in a high-quality, career-related continuing education program.

University employees may not audit courses. Full participation (including attendance and assignment completion) is required. Academic/ Faculty are not eligible to participate in this program.

Instructions

To receive the Graham School tuition waiver, follow the instructions below:

SEND:

- Completed Registration Form in hard copy or pdf format.
 - You must complete a copy of page two for each class.

TO (either option):

- Human Resources – Training and Development at 6054 S. Drexel Ave, 1st floor
- hr-training@uchicago.edu
 - Subject Titled: Graham School Job Related Course Registration Form

BY:

- Registrations must be received at least **30** days prior to the course start date.

QUESTIONS:

- Contact hr-training@uchicago.edu regarding questions about the waiver or form submission
- Contact GrahamPD@uchicago.edu regarding questions about programs, courses, or the registration process

Important Notes

You may attend one class that is part of a certificate program without applying to the certificate program. Before you register for a second class within a certificate program, you must complete the online application, located here: <https://apply-graham.uchicago.edu/apply/>. You can also access the application from our website: <https://grahamschool.uchicago.edu>.

University employees will be placed on a waitlist pending an assessment of public enrollment in each course. As space permits, University employees will be selected from the waitlist on a first-come, first-served basis no earlier than 7 days before the class start date. The Graham School staff will contact you by email to explain waitlist procedures and confirm your registration.

The University's Educational Assistance Plan (administered by the HR Benefits Office) will pay one-half of the tuition and Graham School will waive one half for full-time benefits-eligible University staff members. The benefit eligible staff member must work at least 35 hours per week to attend selected noncredit Graham School courses pertaining to the employee's current job. There is a non-refundable, administrative fee for each course, often paid by the employee's department.

**Job Related Course Registration Form:
Tuition Waiver for University of Chicago Staff Employees**

Employee Information (*Academic / Faculty are not eligible to participate in this program. See page 3 for instructions)

Name:	Preferred Email:
Home Address, City and Zip:	Work Address:
Department:	Job Title:
Home Phone:	Work Phone:

Course Information (*Only two classes per quarter are eligible for the no-tuition benefit)

Course Title:	
Course Code:	Section Number:
Start Date:	Full Tuition:

Non-refundable, Administrative Fee per Course:

___ \$100 for course with tuition up to \$949 ___ \$150 for course with tuition \$950 or more

Unit: _____ 10 Digit Account number to be charged: _____

Unit administrator: _____

**Job Related Course Registration Form:
Tuition Waiver for University of Chicago Staff Employees**

Supervisory Consent

To be completed by the employee's supervisor or department chair

Please answer the following questions:	Yes	No
Is this employee academic/faculty? ▪ If you answered yes, you are <u>not eligible</u> to participate in this program.		
Is this employee scheduled to work at least 35 hours per week?		
Will this employee's schedule of hours permit registration for the class above, without interfering with his/her regular duties?		
Will this course serve to maintain or improve the employee's skills pertinent to his/her current job?*		
Will this course serve to maintain or improve the employee's skills pertinent to a future position at the University?*		

*One or both of these criteria must be met for the course tuition to be covered by the University.

Supervisor's Signature:	Date:
Supervisor's Title:	
Supervisor's Phone Number:	Supervisor's E-mail:

In registering for this course at the Graham School, I agree to attend and participate actively in all sessions and complete all assignments. I understand that to be eligible for this program my supervisor must approve my time away from the office, authorize payment of the administrative fee, and certify that this course is related to maintaining or improving my skills in my current position at the University.

Signature of Employee/Registrant

Date